

SPECIAL BULLETIN

OFFICE OF TRAINING

25X1A

No. [REDACTED]

19 August 1970

To: All Training Officers of the Agency

SENIOR MANAGEMENT SEMINAR (PLANNING)

DATES 4-9 October 1970
(This Seminar is in session from Sunday afternoon to Friday afternoon.)

LOCATION [REDACTED] 25X1A

OBJECTIVES To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill, and to familiarize participants with the Agency's overall planning system.

FOR Senior line and staff officers who have a need for better understanding of planning methods and processes.

Minimun grade level: GS-15

DESCRIPTION A one-week, residence (full-time) course which provides a systematic framework for managerial planning by identifying and analyzing basic approaches and selected techniques. It provides orientation on the Agency's Planning, Programming, and Budgeting System. This course features active learning through precourse work, team problem-solving, and case study. Formal lectures are kept to a minimum.



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PRECOURSE WORK Approximately 20 hours. Materials will be sent out on or about Wednesday, 16 September 1970.

REGISTRATION Limited to 45. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe. Closes Wednesday, 9 September 1970. No substitutions to be made after this date because of precourse work requirements.

ALLOCATIONS Representation by all Directorates will enhance the value of the Seminar to the participants. Consequently, the following allocations are suggested:

<u>Component</u>	<u>Suggested Number of Participants</u>
DCI Area	2
Directorate of Intelligence	11
Support Services	11
Clandestine Service	15
Directorate of Science and Technology	6

TRAVEL ORDERS AND COST Responsibility of participating office.

ADDITIONAL INFORMATION On course content, call [REDACTED]
On registration, extensi [REDACTED]

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